



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LICENSED VOCATIONAL NURSE (Multiple Positions)
Posting Number	PN# 113078
Department	Health & Human Services Department
Division	Human Services
Section	Various
Reporting Location	Various
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

**DESCRIPTION OF DUTIES**  
Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

- CORE FUNCTIONS**
- Interviews clients and records their medical history; verifies medical histories and screens immunization records.
  - Administers injections and medications using the 5 rights of medication administration.
  - Assists with patient follow-up; assists nurses or physicians as directed.
  - Maintains inventory of supplies and medications and cleanliness of the office/clinic.
  - Participates in Quality Improvement activities to include chart reviews and fee tickets.

**WORKING CONDITIONS**  
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Six (6) months of experience as a licensed vocational nurse.

**MINIMUM LICENSE REQUIREMENTS**  
Must have a current vocational nursing license from the State of Texas and a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

- PREFERENCES**
- Preference will be given to applicants with Public Health experience.
  - Strong oral, written, and organizational skills.
  - Bilingual (English/Spanish).

**SELECTION/SKILLS TESTS REQUIRED**                      None

**SAFETY IMPACT POSITION**      ☒ Yes      ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**                      **GENERAL FUNDED POSITION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:  
Salary Range - Pay Grade 12  
\$1,222- \$1,390 Biweekly    \$31,790 - \$36,147 Annually

**OPENING DATE**                      September 6, 2006

**CLOSING DATE**                      Open Until Filled

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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